

**INSTRUCTIONS FOR PETITIONERS APPLYING FOR ENROLLMENT  
TO PRACTICE IN THE UNITED STATES DISTRICT COURT,  
EASTERN AND WESTERN DISTRICTS OF ARKANSAS**

**IN-STATE PETITIONERS**

To be admitted to practice in the United States District Court for the Eastern and Western Districts of Arkansas, a written petition must be filed with the Clerk of Court. For this purpose, the attached *Petition for Enrollment* must be completed.

Each petitioner is required to answer all questions on the *Personal History Statement*. This information is necessary for the court to determine your qualifications. The statement must bear your signature(s) and be acknowledged before a Notary or other official authorized to administer oaths.

In addition, your *Petition for Enrollment* must be accompanied by an **original** *Certificate of Good Standing* from the Clerk of the Arkansas Supreme Court.

Your *Petition for Enrollment, Personal History Statement, and Certificate of Good Standing* must be accompanied by **two separate checks** - a **\$150.00 attorney admission fee** and a **\$10.00 annual assessment for the “Library Fund” fee<sup>1</sup>**, pursuant to Local Rule Appendix XI - and should be mailed or presented to the United States District Court where you intend to practice.

United States District Court  
P. O. Box 1547  
Fort Smith, AR 72902-1547

United States District Court  
P. O. Box 1566  
El Dorado, AR 71731-1566

United States District Court  
P. O. Box 6420  
Fayetteville, AR 72702-6420

United States District Court  
P. O. Box 6486  
Hot Springs, AR 71902-6486

United States District Court  
P. O. Box 2746  
Texarkana, AR 75504-2746

If your petition and all supporting documents are in order, a *Certificate of Enrollment* will be sent to you by return mail.

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<sup>1</sup>Hereafter, the “Library Fund” fee will be assessed and collected on a biennial basis; the biennial assessment fee is \$10.00.

**(Distribute Only During Even Fiscal Years)**

**UNITED STATES DISTRICT COURT  
EASTERN AND WESTERN DISTRICTS OF ARKANSAS**

**PETITION FOR ENROLLMENT**

**IN-STATE PETITIONERS**

\_\_\_\_\_, Ex Parte

**TO THE HONORABLE JUDGE OF THE DISTRICT COURT OF THE UNITED STATES  
FOR THE EASTERN AND WESTERN DISTRICTS OF ARKANSAS**

Your petitioner respectfully shows to the Court that I am a citizen of the United States and over the age of twenty-one years and of good moral character; that I possess the requisite qualifications of learning and ability to practice as an attorney and counselor at law in this Court; that I am regularly enrolled as an attorney and counselor at law in the Supreme Court of the State of Arkansas.

Wherefore, Petitioner prays the Honorable Court to enter an order authorizing me to practice as an attorney at law in the Court.

\_\_\_\_\_  
Petitioner

We, the undersigned, enrolled attorneys in the above-named Court, are personally acquainted with the above-named petitioner who, we believe, possesses the necessary qualifications of age, character, and legal knowledge to be entitled to enrollment in the United States District Court for the Eastern and Western Districts of Arkansas.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Typed or Printed Name

\_\_\_\_\_  
Typed or Printed Name

APPROVED BY:

\_\_\_\_\_  
United States District Judge

\_\_\_\_\_  
Date

Fee Paid: \_\_\_\_\_

Receipt No: \_\_\_\_\_

## PERSONAL HISTORY STATEMENT

1. Name: \_\_\_\_\_
2. Home Address: \_\_\_\_\_
3. Business Address. Firm: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
P. O. Box: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Business E-mail Address: \_\_\_\_\_
4. State Supreme Court Registration Number: \_\_\_\_\_
5. Place of Birth: \_\_\_\_\_
6. Date of Birth: \_\_\_\_\_
7. Are you in sound physical and mental condition? \_\_\_\_\_
8. Are you a citizen of the United States? \_\_\_\_\_
9. What has been your occupation(s) during the past five years? \_\_\_\_\_  
\_\_\_\_\_
10. Have you ever been discharged from any position? \_\_\_\_\_ If yes, for what reason?  
\_\_\_\_\_
11. Have you ever been arrested and/or convicted for any breach or violation of any law other than traffic offenses? \_\_\_\_\_ If yes, please describe: \_\_\_\_\_  
\_\_\_\_\_
12. Have you ever been sued? \_\_\_\_\_ If yes, provide particulars: \_\_\_\_\_  
\_\_\_\_\_
13. Provide three references:

| Name  | Occupation | Address |
|-------|------------|---------|
| _____ | _____      | _____   |
| _____ | _____      | _____   |
| _____ | _____      | _____   |

14. Education:

Name and Location of School

Dates Attended

Degree

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Other studies and training for legal profession: \_\_\_\_\_

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15. Are you now working in State or Federal Government? \_\_\_\_\_

16. Are you now actively engaged in the practice of law? \_\_\_\_\_

17. Provide a telephone number where you may be reached for purposes of notification regarding this petition: \_\_\_\_\_

\_\_\_\_\_  
Petitioner

I certify that I have read and understand the local rules of this Court and that I agree to attend all conferences set by the Court or I shall associate local counsel to attend in my absence.

\_\_\_\_\_  
Petitioner

**NOTARY**

Subscribed and sworn before me by the above-named petitioner, this \_\_\_\_\_ day of

\_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature and Title

My Commission Expires: \_\_\_\_\_

## ATTORNEY'S OATH

I, \_\_\_\_\_, do solemnly swear (or affirm) that I will conduct and demean myself as an attorney of this Court uprightly and according to law and that I will support and defend the Constitution of the United States, so help me God.

\_\_\_\_\_  
Petitioner

## NOTARY

Subscribed and sworn before me by the above-named petitioner, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature and Title

My Commission Expires: \_\_\_\_\_